



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary-Rigorous (LE)

Bureau: Bureau of Land Management – Bureau Wide

Classification Title: Law Enforcement Ranger (Field Training Officer)

Organization Title: \_\_\_\_\_

Position Number: LE116 Series and Grade: GS-1801-11

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is to investigate areas where acts of criminal activity, theft, vandalism or offenses of the criminal laws and regulations of the US relating to public lands and resources have occurred; and to enforce a variety of Federal laws and regulations related to public land and resources by performing investigations, apprehending suspects and violators, performing surveillance activities, and making enforcement contacts. Position requires knowledge of: the legal principles and concepts sufficient to determine what constitutes a crime or violation and recognize the kinds of evidence required to prove that a violation has occurred; the elements needed to establish probable cause and reasonable suspicion to conduct searches and make arrests and seizures.

**The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.**

[Signature]  
Bureau Program Designee

7-25-02  
Date

Marcia L. Scifres  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

08/30/02  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 07/18/02. Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Human Resources & Workforce Diversity

9/16/02  
Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

LE116

2. Reason for Submission

☐ Redescription ☒ New  
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☒ 3--Critical  
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

LE Ranger (Field Training Officer)

GS

1801

11

WTR

7-18-02

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Todd W. Ryan

HR Specialist (Classification)

Signature

Date

7-18-02

22. Position Classification Standards Used in Classifying/Grading Position  
GLG for Classifying Investigator Positions GS-1810/GS-1811, TS-8, Feb 72. PCS for Border Patrol Agent, GS-1896, Sep 78, WCPS Aug 01. Draft JFS for Admin Work in the Investigation, Enforcement, Inspection, and Compliance Group, GS-1800, Dec 01. GLG for Instructional Work.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

Department of the Interior, FLERT Specialist

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

Firefighter

Law Enforcement

Primary

Secondary/Administrative

Sec/Supvy

Approval Date

September 16, 2002

24. Remarks

FPL: GS-11

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## **INTRODUCTION**

This position is typically found in line organizations below state office level but may be located at any organizational level within the Bureau of Land Management (BLM). The primary purpose is to enforce Federal laws and regulations relating to public lands and resources managed by the Bureau of Land Management (BLM). The incumbent is a uniformed law enforcement officer, with full delegated law enforcement authority, assigned a large geographical area of public land and is responsible for identifying and investigating criminal activity occurring on the public lands, apprehending suspects and violators, and carrying out the Federal Land Policy and Management Act of 1976 (FLPMA) law enforcement objectives.

Incidental to performing law enforcement work, the incumbent also serves as a Field Training Officer in a designated field training location. Serves as the primary or lead firearms and/or defensive tactics instructor for a Field Office or group of Field Offices with a minimum of (5) law enforcement officers.

This position has been identified as Critical-Sensitive and is a drug-testing designated position. The duties of this position may require the incumbent to perform on average a minimum of three hours of irregular or occasional overtime work per week. The incumbent is responsible for recognizing, without supervision, the circumstances which require them to remain on duty beyond regular work hours.

## **MAJOR DUTIES**

### **Investigations, Apprehensions, and Enforcement (55%)**

Investigates areas where acts of criminal activity, theft, vandalism or offenses of the criminal law and regulations of the United States that relate to the public lands and resources have occurred. Develops information through fact finding by collecting on-site evidence, interviewing witnesses or suspect, following up on leads, searching records, conducting surveillance, observing suspicious activity, and through information provided by informants, concerned citizens, and local Federal and State officials.

Prepares investigation reports by documenting findings and facts, obtaining witness statements and copies of official records, and including pertinent correspondence, maps, historical information, exhibits, and photographs.

Determines that Federal and State criminal laws and/or regulations have been violated. Makes record checks with State agencies to determine if violator has any prior violations. Issues citations or makes arrests and files criminal complaints with the court. Books suspects when appropriate and feasible.

Prepares law enforcement work plans incorporating resource management objectives and concerns. Identifies and recommends specific actions to ensure and enhance the protection of natural resources.

Enforces a variety of Federal laws and regulations related to public land and resources by performing investigations, apprehending suspects and violators, performing surveillance activities, and making enforcement contacts.

As case agent, represents the U.S. Government as the prosecutor in court. Obtains investigation reports and criminal history of the defendant and prepares testimony. Meets with prosecuting attorneys, presents testimony, delivers evidence to the court, and responds to testimony presented by defense attorneys/defendants. Recommends sentences, e.g. fines, probation, time in custody, administrative action, and monetary restitution to the government or reclamation of damage to the court.

Requests and presents justification for arrest warrant for defendants who fail to appear in court.

Develops and maintains liaison with other federal, State, and local law enforcement agencies to share in the resources in order to provide additional protection of people and property on public lands. Cooperates in the investigation and disposition of cases. Provides assistance, e.g. back up to other law enforcement officers, exchanges case information, and coordinates other law enforcement activities of mutual interest.

May be delegated as a State Peace Officer under a Memorandum of Understanding with the county sheriff or other State or local official so authorized. Pursuant to such memoranda, is authorized to enforce applicable State laws or county ordinances on Federal public land and private property adjacent to the public land.

### **Field Training (25%)**

Serves as a Field Training Officer (FTO) in a designated field training location in accordance with the BLM's Field Training and Evaluation Program. Responsible for the field based training of newly hired law enforcement rangers in a variety of law enforcement, compliance, and resource protection methods and procedures in accordance with the Field Training and Evaluation Program (FTEP). Successfully completes BLM approved Field Training Officer training. Serves as a mentor to trainees in developing independent problem solving skills and resources. Serves as a positive role model by maintaining a professional demeanor and appearance, adhering to rules and regulations, and having a positive attitude toward the BLM, the law enforcement program, the job, and the trainee. Evaluates and documents the trainees performance through application of the Standard Evaluation Guidelines. Provides written and verbal feedback to the trainees on performance in the FTEP. Develops worksheets, training exercises, and remedial training as necessary in the application of the FTEP. Recommends completion of the FTEP, remediation of phases or portions of the FTEP, or reassignment of the trainee to a non-law enforcement position at the completion of the FTEP. Continue to perform the full range of law enforcement Ranger responsibilities while working with trainees. Incumbent's performance as an FTO will be evaluated separately from other duties.

Serves as the primary or lead firearms and/or defensive tactics instructor for a Field Office or group of Field Offices with a minimum of (5) law enforcement officers. Responsible for scheduling and coordinating semi-annual firearms qualifications. Responsible for training BLM law enforcement officers in weapons systems and methodologies. Responsible for training BLM law enforcement officers in the Use of Force Model and other aspects on the use of force as outlined in BLM law enforcement policy. Develops and conducts semi-annual firearms tactical

training. Develops and conducts defensive tactics refresher training. Provides remedial instruction to LEOs who fail to qualify. Completes and maintains required qualification and training records. Must meet the minimum requirements for a Firearms Instructor and/or Defensive tactics instructor as defined by policy.

### **Other (20%)**

#### **Special Assignments**

May be assigned to multi-agency task forces to perform special law enforcement activities, e.g. eradication of marijuana gardens, crowd control, and archeological/cultural, vegetation/timber, arson, drug, and wild horse and burro investigations. Participates in ground and air surveillance to identify suspects and in raids to apprehend suspects and evidence. Serves search warrants and searches for, collects, photographs, and catalogs evidence. May be assigned to provide law enforcement and security services on interagency operations such as wild land fires or homeland security incidents.

#### **Education**

Speaks to user groups, service organizations, schools, and other organizations concerning Bureau programs and objectives in BLM Law Enforcement Ranger operations and seeks support and cooperation. Drafts law enforcement activities and resource protection press releases and publicity. Assists in the development of resource protection and visitor services brochures and publications that explain applicable criminal laws and regulations relating to the use of public lands. Assists in developing interpretive goals and plans to promote resource protection and prevent crime.

#### **Search and Rescue**

Participates in searching for and rescuing visitors to public lands. In the absence of responsible authorities, plans and directs search and rescue activities. Administers first aid when required.

#### **Automation**

Utilizes automated equipment (hardware/software), data, systems, and applications to accomplish assigned duties. Collects, enters, manipulates, updates, and maintains data according to prescribed BLM and program standards. Ensures data quality and integrity by adherence to quality control standards and procedures.

### **SPECIAL REQUIREMENTS**

Incumbent must safely utilize firearms, non-lethal weapons, and defensive tactics in the conduct of daily activities. Operates motor vehicles, or special purpose law enforcement vehicles of various types including four-wheel drives, all terrain vehicles, motorcycles, and small watercraft. Must have and maintain a valid motor vehicle operator's license.

This position has been identified as Critical-Sensitive. Incumbent must maintain a favorable single scope background investigation.

This position is a drug-testing designated position.

Incumbent must meet the medical and physical standards for this position.

Position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

Prior experience as a law enforcement officer carrying out duties involving the investigation, apprehension, and/or detention of persons suspected or convicted of offenses against the criminal laws of the United States is a basic qualification for this position.

Incumbent must successfully complete a Basic Law Enforcement School (with emphasis on natural resources law enforcement) at the Federal Law Enforcement Training Center (or equivalent). Incumbent must successfully complete 40 hours of in service training annually.

Incumbent must maintain a delegation of law enforcement authority.

## **FACTORS**

### **Factor 1 - Knowledge Required by the Position**

#### **Investigations, Apprehension and Enforcement**

- Knowledge of Federal laws and regulations, and relevant court decisions that relate to the management of public lands and resources, including the Federal Land Policy and Management Act, and those governing situations which may occur on public lands, e.g., cultivation, manufacturing and/or smuggling of illegal substances; illegal immigration; customs violations.
- Knowledge of legal principles and concepts sufficient to determine what constitutes a crime or violation as defined in Federal and State statutes, and recognize the kinds of evidence required to prove that a violation has occurred (e.g., Federal Rules of Criminal Procedure, Rules of Evidence, Search and Seizure, and Rules of Arrest).
- Knowledge of available sources of information, methods of obtaining and maintaining a chain of evidence, interviewing and interrogation techniques, and the methods and patterns of criminal operations.
- Knowledge of the elements needed to establish probable cause and reasonable suspicion to conduct searches and make arrests and seizures under the various laws and regulations enforced.
- Knowledge of firearms, non-lethal weapons, self defense techniques, prisoner control methods, and electronic surveillance devices.

- Knowledge of natural resource management principles, practices, and concepts in order to perform work within multiple-use guidelines relative to the evaluation and protection of a wide variety of resource values on public land.
- Is required to have successfully completed a Basic Law Enforcement School (with emphasis on natural resources law enforcement) at the Federal Law Enforcement Training Center (or equivalent) in addition to receiving 40 hours of in-service training annually. Knowledge of emergency medical aid and of search and rescue procedures and techniques is also required.
- Knowledge of IBM compatible PC equipment and application software, ability to utilize word processing, and applications specific to the duties of this position.

### **Field Training**

- Is required to have successfully completed BLM approved Field Training Officer and firearms and defensive tactics instructor training courses including refresher training as required.
- Knowledge of adult learning principles; coaching, mentoring, and training techniques; and performance evaluation techniques is required.
- In-depth knowledge of instructional materials development and skill sufficient to review or develop complete training modules. Applies specialized knowledge of law enforcement with information developed through other sources for which the training to be given. Develop technically accurate and educationally adequate instructional materials.
- Knowledge of instructional methods and skill sufficient to coordinate and instruct courses in law enforcement. Highly skilled in using both written and oral communications in order to develop written training materials and instruct training modules in law enforcement.

### **Education**

- Ability to effectively communicate orally and in writing to a variety of audiences.

### **Factor 2 - Supervisory Controls**

The supervisor assigns work in terms of overall goals and objectives and program emphasis. The incumbent uses own judgement in setting work priorities and is responsible for independently planning and accomplishing work with minimal supervision. The incumbent may request technical guidance from Chief Rangers, Special Agents, or other staff resource specialists. Work is reviewed primarily in terms of results achieved, adherence to policies and procedures, and effectiveness of results.

### **Factor 3 - Guidelines**

Guidelines consist of Departmental and BLM policies and procedures, operational handbooks for BLM Law Enforcement and Resource Management Protection, the U.S. Code, Code of Federal

Regulations, annual work plans, and other management guidance. The incumbent must frequently adapt guidelines and exercise prudent judgement when encountering actual field situations, e.g. one-on-one with suspects/violators, in order to achieve objectives. Consideration must be given to the impact of decisions and actions in terms of safety and evoked responses in each situation.

#### Factor 4 - Complexity

The work involves many areas of uncertainty and the complex interactions of a number of technical, resource, and administrative problems. This requires the development of new techniques and criteria; or the prescriptions of particular practices, in the resolution of a wide range of law enforcement management issues, i.e., development of specific training modules and development of an overall training program for law enforcement officers.

Assignments involve carrying out the law enforcement program, coordinating the work with other resource programs, and coordinating activities with other federal, state, and local law enforcement agencies. The assigned geographic area covers many thousands of acres, e.g., 500,000+ acres, much of which is intermingled with other federal, state, and privately owned land, and typically includes more than one county.

The BLM public lands are utilized under a multiple-use concept, which is continually expanding, impacting the law enforcement program. Illegal activities and violations of public land uses are constantly occurring which require coordination of investigative and apprehension activities with other resource programs and law enforcement agencies at the Federal, State, and local levels. Enforcement is further complicated by dispersion over a large geographic area that includes many remote locations. Cases involve a variety of offenses concerning the criminal or negligent destruction of public and resources or property. The nature of the work requires the incumbent to identify and analyze conditions pertinent to each case and recognize and develop interrelationships of facts and evidence, known suspects, interest on the part of other law enforcement agencies, and priorities for case resolution.

The work is complicated by such factors as conflicting criminal, civil, and administrative rulings; the complexity of natural resource laws such as the mining laws and "public benefit" legislation; the nature and extent of impacted activities; difficulty in establishing the interrelationships of facts or evidence; and little understood public land boundary patterns.

The incumbent cannot depend on the immediate availability of assistance when faced with complex and hazardous situations. Many field duties are performed under stressful conditions, requiring sound analysis and decision-making quickly. The incumbent must interact tactfully and effectively with broad range of public, some of which are hostile or uncooperative, in identifying and carrying out difficult compliance and/or resolving enforcement problems on public lands.

#### Factor 5 - Scope and Effect

The purpose of the work is two-fold, 1) create and maintain a law enforcement field training program, and 2) the enforcement of laws, regulations, and related statutes concerning public lands and resources. The law enforcement work involves apprehending persons suspected of



committing criminal violations, investigating criminal activity and violations, and developing case information sufficient to have suspects tried in court hearings or trials. The effect of the work results in the protection and enhancement of numerous and high resource values on BLM-managed lands, and the protection of visitors and users on those lands by a highly trained and motivated ranger corps.

#### Factor 6 - Personal Contacts

The incumbent must successfully work with a broad spectrum of the public, BLM employees at several levels (e.g. field office, district, state) and other agency counterparts. Contacts include those with other Federal agencies (e.g. National Park Service, Fish and Wildlife Service, Forest Service, Immigration and Naturalization Service, Department of Defense), police agencies, State fish and game departments, local governments, attorneys, judges, representatives of professional organizations and universities, and citizens' groups.

#### Factor 7 - Purpose of Contacts

Contacts with BLM employees and cooperating agencies are to exchange or present information, coordinate case actions and other activities, and to reconcile conflicting viewpoints and demands. Contacts with public land users are to enforce laws and regulations governing the use of public lands, inform and enhance their understanding of the natural and cultural resources, conduct interviews during investigations, and apprehend persons suspected of criminal law violations. Encounters may include persons who are extremely emotional, uncooperative, hostile, or dangerous.

#### Factor 8 - Physical Demands.

The incumbent must be able to safely utilize firearms, non-lethal weapons, and defensive tactics in the conduct of daily activities. The work requires considerable strenuous physical exertion, e.g., long periods of standing, crawling, walking and running over rough, uneven, rocky surfaces and through wooded or brush areas, performing these activities day or night, when the incumbent may be required to respond immediately from a sedentary activity to an extremely arduous activity.

The duties of this position are so rigorous that a physical examination is required to ensure that the employee assigned can perform the duties without physical injury to self or others. Employees must meet the arduous physical and medical standards identified in BLM law enforcement policy.

The incumbent must be prepared, at all times, to defend himself/herself and others against physical and armed attack, including the use of physical violence or, as a last resort, deadly force.

#### Factor 9 - Work Environment

Work is performed both in an office setting and outside hazardous and environmentally adverse conditions. Fieldwork is normally performed alone in isolated areas and for extended periods of time. Many investigations occur in isolated areas of the public lands. The remote areas are in

high mountains as well as desert areas, canyons, and other types of rough terrain. This type of work involves potentially high risks with personal exposure to dangerous situations, including physical attack or other uncontrollable conditions.

The incumbent is regularly exposed to temperature and weather extremes, and will travel on foot or by specialty vehicles, e.g. four-wheel drive, motorcycles, and all-terrain vehicles, aircraft, or horseback to these remote locations to gather evidence and to arrest suspects and violators.